



DEPARTMENT OF MOTOR VEHICLES CAREER EXECUTIVE ASSIGNMENT EXAMINATION ANNOUNCEMENT

CALIFORNIA STATE GOVERNMENT SUPPORTS EQUAL OPPORTUNITY TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE, SEXUAL ORIENTATION, MEDICAL CONDITION, OR PREGNANCY. IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE STATE WORK PLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAWS OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.

DIVISION: ADMINISTRATIVE SERVICES DIVISION

POSITION TITLE: CEA 2, CHIEF, HUMAN RESOURCES BRANCH

SALARY: \$7815 – \$8616

FINAL FILING DATE: OCTOBER 14, 2010

THIS POSITION IS SUBJECT TO EXCEPTION APPROVAL.

DUTIES/RESPONSIBILITIES

Under the administrative direction of the Deputy Director, Administrative Services Division (ASD), this position is responsible for administering the department's human resources and labor relations programs. This includes, but is not limited to: developing and implementing human resources policies and procedures; directing, developing and recommending departmental labor relations policies and programs; providing consultative services to the directorate and top administrative staff regarding human resources management policies and procedures; and representing the department in dealing with control agencies, employee unions, and monthly Ad Hoc and Personnel Management liaison meetings with other state agencies.

This position is responsible for identifying and implementing long range plans to address the department's human resources needs necessary to support the department's mission and Strategic Business Plan. This includes developing and administering an effective classification plan; negotiating with employee organizations, exploring the use and application of new human resources technology; developing more effective examining tools, techniques, and approaches; and developing strategies to reduce/contain workers' compensation costs.

Overall, this position manages the department's Workers' Compensation, Wellness, Employee Assistance, Return-to-Work, Selection Services, Classification and Compensation, Labor Relations, and Payroll and Benefits transactions programs and approves and signs all disciplinary actions.

DESIRABLE QUALIFICATIONS

1. Demonstrated experience in and knowledge of state personnel management, including classification and compensation, selection, personnel transactions, progressive discipline, workers compensation, labor, safety and wellness.
2. Ability to communicate with others as demonstrated by strong written and verbal communication skills.
3. Demonstrated management and leadership skills, including the ability to facilitate the establishment of strategic objectives and priorities, and ensure obtainment of objectives.
4. Demonstrated ability to build cooperative relationships with Department management and state control agencies, particularly the Department of Personnel Administration, the State Personnel Board, and the State Controller's Office.
5. Demonstrated ability to gain the confidence of the Department's executive and management staff to provide them with personnel management advice on the most sensitive and complex issues.
6. Demonstrated ability to manage and direct implementation of human resources information technology system modernization projects.
7. Demonstrated knowledge of the State's Equal Employment Opportunity (EEO) Program objectives and a manager's role in the EEO program.

MINIMUM QUALIFICATIONS

Applicants must meet the following qualifications:

Either I

Must be a State civil service employee with permanent civil service status or who previously had permanent status in the State civil service.

Or II

Must be a current or former employee of the Legislature, with two or more consecutive years as defined in Government Code Section 18990.

Or III

Must be a current or former non-elected exempt employee of the Executive Branch with two or more consecutive years (excluding those positions for which salaries are set by statute) as defined in Government Code Section 18992.

Or IV

Must be a person retired from the United States military, honorably discharged from active military duty with a service-connected disability, or honorably discharged from active duty as defined in Government Code Section 18991.

KNOWLEDGE AND ABILITIES

In addition to one of the above, applicants must demonstrate the ability to perform high administrative and policy-influencing functions effectively. Such overall ability requires possession of the following:

- (1) Knowledge of the organization and functions of California State Government including the organization and practices of the Legislature and the Executive Branch; principles, practices and trends of public administration, organization, and management; techniques of organizing and motivating groups; program development and evaluation; methods of administrative problem solving; principles and practices of policy formulation and development; personnel management techniques; the department's or agency's Equal Employment Opportunity objectives; and a manager's role in the Equal Employment Opportunity Program.
- (2) Ability to plan, organize, and direct the work of multi-disciplinary, professional, and administrative staff; analyze administrative policies, organization, procedures and practices; integrate the activities of a diverse program to attain common goals; gain the confidence and support of top level administrators and advise them on a wide range of administrative matters; develop cooperative working relationships with representatives of all levels of government, the public, and the Legislative and Executive branches; analyze complex problems and recommend effective courses of action; prepare and review reports and effectively contribute to the department's or agency's Equal Employment Opportunity objectives.

The knowledge and abilities are expected to be obtained from broad administrative or program manager experience with substantial participation in the formulation, operation and/or evaluation of program policies (experience may have been paid or volunteer; in the State service, other governmental settings, or in a private organization):

CEA Level 1. Supervisory/administrative experience in a line or staff activity, including the execution and/or evaluation of program policies.

CEA Levels 2 and 3. Broad administrative or program manager experience with substantial participation in the formulation, operation, and/or evaluation of program policies.

CEA Levels 4 and 5. Extensive managerial and program administrative experience which has included substantial responsibility for a combination of management functions such as program planning, policy formulation, organization coordination and control, and fiscal and personnel management.

EXAMINATION INFORMATION

A minimum rating of 70% must be attained to obtain list eligibility. Hiring interviews may be conducted with the most qualified candidates. All candidates will receive written notification of their examination results. The results of this examination will be used only to fill the position of **CEA 2, Chief, Human Resources Branch, Administrative Services Division** with the Department of Motor Vehicles. Applications will be retained for twelve months.

EXAMINATION INFORMATION CONTINUED

The applications and Statement of Qualifications will be reviewed by a screening committee. Using predetermined evaluation criteria based on the minimum and desirable qualifications, applicants will be competitively ranked according to their education, training, experience, and skills. Interviews may be conducted with the most qualified applicants. All accepted applicants will be notified of their final score.

FILING INSTRUCTIONS

Interested applicants must submit both 1 and 2 below (Applicants who fail to submit both items will be disqualified from the examination):

- 1. A completed Standard State Application (Form 678)**, which includes civil service titles and dates of experience.
- 2. A Statement of Qualifications.** The Statement of Qualifications:
 - is a narrative discussion of how the candidate's education, training, experience, knowledge and skills meet the **DESIRABLE QUALIFICATIONS** for the position;
 - serves as documentation of the candidate's ability to present information clearly and concisely in writing;
 - must be typed; and
 - must be no more than two pages in length, with font no smaller than Arial 10 point.

Resumes do not take the place of the Statement of Qualifications.

Effective January 1, 2009, Government Code Section 18991 was enacted which permits persons retired from the United States military, honorably discharged from active military duty with a service-connected disability, or honorably discharged from active duty to apply for Career Executive Assignment (CEA.) examinations, for which he/she meets the minimum qualifications. Person's applying who qualify as a Veteran under Government Code Section 18991 must submit a copy of their DD214 with their Standard State Application (Form 678).

The Standard State Application and Statement of Qualifications must be submitted by the final filing date:

By mail to:

Department of Motor Vehicles
Attn: Delica McCann – CEA
Selection and Certification Unit
P.O. Box 932315 – Mail Station G208
Sacramento, CA 94232-3150

OR

In Person to:

Department of Motor Vehicles - Selection and Certification Unit
Attn: Delica McCann – CEA
2570 24th Street
1st Floor Lobby - Examination Drop Box
Sacramento, CA 95818

FILING INSTRUCTIONS CONTINUED

All Standard State Applications and Statement of Qualifications must be received **no later than the final filing date of October 14, 2010**.

You may fax a copy of your Standard State Application and Statement of Qualifications to ensure receipt by the Selection Services Unit to Delica McCann at (916) 657-5848. Faxed copies of the Standard State Application and Statement of Qualifications must be followed up by the original Standard State Application and Statement of Qualifications post marked **no later than the final filing date** to the address indicated above.

Standard State Applications and Statement of Qualifications delivered in person must be placed in the **Examination Drop Box by 5:00 p.m. on the final filing date**. Standard State Applications and Statement of Qualifications received via interoffice mail after the final filing date will not be accepted.

SPECIAL TESTING

If you have a disability and need special testing arrangements, mark the appropriate box on the "Standard State Application." You will be contacted to make specific arrangements.

GENERAL INFORMATION

If you meet the requirements stated in this bulletin, you may take this competitive examination. Possession of the entrance requirements does not assure a place on the eligible list. Your performance in the examination, described on this bulletin, will be compared with the performance of others who take this test. All candidates who pass will be ranked according to their scores.

The **Department of Motor Vehicles** reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with the civil service laws and rules and all competitors will be notified.

General Qualifications: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others.

*California Relay (Telephone) Service for the Deaf or Hearing Impaired: From TDD phones:
(800) 735-2929, from voice phones: (800) 735-2922*

Classification Specifications Located at: <http://www.dpa.ca.gov/>

BULLETIN RELEASE DATE: **September 23, 2010**